

# Minutes of Board of Trustees

## Monday 15 February 2021



**Meeting commenced:** 5.25pm with a whakataauaki from Piripi.

**Present:** Derek Slatter (Chair), Hayley Read, Eden Rogers, Phi Wilson (Secretary), Johnny Kunitau, Piripi Burt

**Apologies:** Hiku Mackey

**DECLARATIONS OF INTEREST:** Derek confirmed that he is Deputy Chair of Tai Tokerau Education Trust.

### **MINUTES FROM PREVIOUS MEETING 30/11/2020:**

**Motion:** That Minutes of 30/11/2020 be confirmed as a true and correct copy of the meeting.

**Moved: Derek**

**Seconded: Hayley**

**Carried Unanimously**

### **Business arising from Minutes**

1. Nil not on the agenda

### **CORRESPONDENCE**

1. Moved from the Chair that the correspondence, including emails, be received and confirmed.

### **GENERAL BUSINESS**

#### **1. Chairperson/Deputy Chairperson position**

**MOTION:** That Derek Slatter be appointed as Chairperson of the BOT, 2021

**Moved: Johnny**

**Seconded: Piripi Burt**

**Carried Unanimously**

**MOTION:** That Piripi Burt be appointed as Deputy Chairperson of the BOT, 2021

**Moved: Derek**

**Seconded: Johnny**

**Carried Unanimously**

#### **2. BOT hui dates 2021**

BOT Meeting Calendar 2021	
29	March
24	May
30	June
25	August
27	September
8	November
6	December

#### **3. Selection [onto the BOT](#) (Derek)**

Both Derek and Eden mentioned some names and they will email all names to Hayley and Derek for consideration.

**MOTION:** That WIS proceed with selection process.

**Moved: Derek**

**Seconded: Eden**

**Carried Unanimously**

#### **4. Ratifying appointments**

Hanz Shanks - Permanent Scale A Teacher Ruma 22

Tom King - Permanent Scale A Teacher Explo

Debbie Graham - Fixed term Scale A Teacher 0.6 Library

Madeline Brooks - Fixed term Scale A Teacher 0.4 G.Suite Facilitation, Leadership release  
Geneva Edmonds - Permanent Chromebook Contracts Co-ordinator/Office Assistant

**MOTION:** That the BOT ratify the appointment of staff

**Moved:** Derek

**Seconded:** Johnny

**Carried Unanimously**

**5. Principal's Appraiser: [Michael Leach](#)**

With the BOT's approval [Michael Leach](#) has agreed to be Hayley Read's appraiser for 2021. Michael has been endorsed by NZSTA

- Principal of Tangaroa College 1999-2005
- Principal of Botany Downs Secondary College 2005-2014
- Headmaster of Kings College 2014-2016
- Beginning Principal's Mentor 2008-2011

**MOTION:** That the BOT approve Michael Leach as the Principal's Appraiser for 2021

**Moved:** Derek

**Seconded:** Johnny

**Carried Unanimously**

**6. Ownership of Ruma 24 be transferred to the MOE (Hayley)**

The MOE is planning to build 2 new classrooms replacing Ruma 23. As part of this programme, the MOE have plans to refurbish Ruma 24 so it takes on a similar look as the new classrooms. We just need to transfer ownership so the maintenance of the building going forward is covered. It is totally a win-win situation as we no longer will have to use BOT monies.

**MOTION:** That the ownership of Ruma 24 be transferred to the MOE to refurbish and maintain

**Moved:** Derek

**Seconded:** Piripi

**Carried Unanimously**

**7. [Letter of complaint](#) regarding old vs new uniform (Hayley)**

Principal to deal with this to resolve the issue.

**8. Te Whanau o Waimirangi Haerenga to Otiria Marae (Hayley)**

**MOTION:** That the BOT approve the application for Te Whanau o Waimirangi haerenga to Otiria Marae knowing that all documentation including rams forms will be scrutinized by Wiremu Rankin, EOTC Coordinator and approved by Hayley Read, Principal.

**Moved:** Derek

**Seconded:** Piripi

**Carried Unanimously**

**PRINCIPAL'S REPORT:**

Principal's Report (taken as read)

Here are the highlights from her BOT report:

746 students = Yr 7: 373 , Yr 8: 373

Many thanks to the following leaders for their comprehensive reports and contributions:

- Lisa Barber - Financials and Personnel updates, EEO Report
- Debbie Hedley - LSC/SENCo Report
- Paul Botica - Property Report and Curriculum Action Plan 2021
- Te Ringakaha Tia-Ward - Te Whanau o Waimirangi Report and MLP Budget Breakdown
- Christine Heke - Behaviour and Attendance analysis, Term 4, 2020 Attendance Breakdown
- Wiremu Rankin - Enrichment, EOTC, Provision Registered Teachers programme
- Beth Lamb - WIS Digital Immersion Development Plan 2021
- Paul Botica, Te Ringakaha, Sue Botica, Geneva Edmonds, Sophia Stockwell and Lisa Barber for all the incredible mahi they have managed to do around enrolments, specialist groups, chromebook contracts and delivery and paying the bills. Amazing job enormously well done.

**NEW CLASS**

Due to the number of students on the roll, we have decided to make up a new class that will be based in the whare. Lisa Parsonage has agreed to be the classroom teacher. This class will be attached to Te Whānau o Tawatawhiti. Lisa's position will be fixed term.

**NEW LEADERSHIP RELEASE TEACHER**

Madeleine Brooks will be taking over Lisa Parsonage's position beginning tomorrow. Madeleine is super excited about being involved in the classes associated with the release programme. As Madeleine will be the new Lisa, we will not have any supporting G Suite on Thursdays at this stage. I will speak with Beth about a possible cunning plan. Madeleine's position will be fixed term.

## GOAL SETTING INTERVIEWS

On Wednesday 17 February and Thursday 18 February we will be holding our Parent /Caregiver /Teacher /Student Goal Setting evenings. The purpose of the interviews is for students to set goals for themselves and for the parents to help them decide how best to achieve the goals. I will include the results of the participation of the parents to the meetings as a way to measure how effective we are building our partnership between home and school.

## SOD (Staff Only Days)

As part of our SOD 28/29 January we attended a presentation by Russell Bishop at Kamo High. Here are the [notes](#) that Eden took, with thanks. It was amazing to hear Russell speak about his research that we have been implementing for the last 3 years. I think it would have been affirming for our staff to hear it and know that the teaching practices that they have been focussing on, are heading them in the right direction.

## RESIGNATIONS

- Michael Harrison has resigned to take a position at UoA as a lecturer. Michael had this plan in mind but the opportunity came for him so much sooner than he expected. Not only will he be lecturing but he will be able to complete his Masters at the same time which the UoA will pay for. We thank Michael for his 2 years that he spent teaching with us and wish him all the success.
- Tatiana Peita resigned from the office position last term. We thank Tatiana for her service in the office and wish her well in her next endeavour.
- Donna Laurie (Learning Support Assistant) has also decided to resign as well. Donna will be with us for another two weeks. Many thanks to Donna for the 3 years she spent working and supporting our most vulnerable students. They were so lucky to have had her.

## LEAVE WITHOUT PAY

Karen Hinge has taken a year's leave from her library position and will be working for the Waitangi Treaty Grounds as a digital facilitator. No doubt Karen will return 2022 with even more skills and experience to share with our teachers and students.

## SOCIAL SKILLS FOR CERTAIN STUDENTS

Please find in the Principal's meeting folder, the most up to date [information](#) on attendance and behaviour from Christine from Term 4, 2020 and behaviour information for this term, with thanks. 2021 we are trialling a new approach for our students who would normally attend school detention. This year we are trialling teaching these students social skills based around [Empathy](#). Whanau Leaders have been brought in to run the programme from their own classroom.

## CAMP KAI IWI UPDATE

As part of the school's EOTC goal to have students take part in an overnight EOTC (Education outside of the classroom) experience, and to promote whanaungatanga, we will be taking students to Kai Iwi Lakes, two whanau at a time, approximately 270 students or 9 classes at a time. We will be taking Te Whānau o Kauika and Te Whānau o Parihaka for two nights, 22-23rd Feb, returning 24 Feb and Te Whānau o Waiarohia and Te Whānau o Tawatawhiti for two nights, 24-25 Feb, returning 26 Feb. Te Whānau o Waimirangi are organising their Haerenga March 29-April 1 to Otiria Marae and so their overnigher will happen at that time. Many thanks to Wiremu for all the mahi he has done in order to create this new initiative. Fingers crossed for gorgeous weather.

**Motion:** That Principal's Report be received.

**Moved:** Hayley

**Seconded:** Derek

**Carried Unanimously**

## FINANCIAL REPORT

### BANKED STAFFING

PP22 – 27/01/21 (End of 2020 teacher staffing year)

Entitlement: 40.08 Total YTD 1063.68

Usage: 38.22 Total YTD 1062.65 - small credit will be absorbed during balancing period when additional new staff come on board.

## IT

- 211 new enrolments indicated purchase of TTET chromebooks. 178 responded to initially communication but only 132 have paid deposits and signed loan contracts.
- Due to late receipt of documentation and pricing from TTET, we have been extremely busy processing contracts and other documentation while onboarding for additional new enrolments received over the past week.

- 100 chromebooks were set-up and distributed to students in week 1 with remainder distributed during week 2. A big thank you Sophia and Geneva (while still in training) who have worked tirelessly on registering and setting up devices for students – a big piece of work at our already busiest time of the year.

**BOT MEETING FEES BREAKDOWN**

Annual Budget \$4,000 Spend to 31/12/2020 \$3,055

- BOT meetings \$2835
- Disciplinary meetings \$110
- Complaints meetings \$350

**FUNDING GRANT APPLICATIONS**

- Funding application to Oxford Sports trust was approved in full for \$15,000 for bus transport and marquee hire for Kai Iwi Camp in 2021.

**Visa statements were sighted by the chair.**

**Motion:** That the January 2021 Financial Report as read be approved.

**Moved: Derek**

**Seconded: Eden**

**Carried Unanimously**

**PROPERTY REPORT**

Please find February Report/ in BOT Meeting folder from Paul Botica, with thanks. Both Paul and Zac spent many hours getting the pool up and running after the painter had finished re-painting and the new handrails were installed. Everyone did a stunning job under Paul supervision. The pool looks beautiful. Many thanks to Paul and Zac.

**CANOPY AND DRIVEWAY UPDATE**

Avail plan to hold a pre start meeting around a month prior to the physical site possession. This is where Avail go through the school access plan with the contractors and school. As part of this discussion Avail look at all possible entrances, fencing requirements, delivery schedules and contractor parking amongst other things. Avail has already started to frame up the possibilities around access for both contractors as Avail acknowledge it's a tight turnaround time. Avail put all this on the table with the school and contractors for discussion and school approval. Avail will be in touch later this month with potential pre start dates.

**ANOTHER LEAK**

We have water leaks in school approximately 2.5-3 cubic metres every 24hrs. We know the rough location of 2 leaks however do not know where the line is at all. Will replace line out back of 17-22 and to the drinking fountains in front. Paul has notified Christie Uffindell as we may need some emergency funding.

**Motion:** That the Property Report be received.

**Moved: Hayley`**

**Seconded: Derek**

**Carried Unanimously**

NZSTA CONF - ROTORUA

Derek's costs are half paid each by WIS and WBHS and NZSTA pays travel. Piripi would be interested in attending.

*Derek/Hiku*

*The Board of Trustees moved into the in-committee.*

*In terms of Section 47 of the Local Government Official Information and Meetings Act the public is excluded from the next part of this meeting because the Board wishes to discuss matters which would infringe on the privacy of a natural person under Section 9(2)(A) of the Official Information Act 1982.*

***Moved into in-Committee at 7.04pm Moved out of in-Committee at ....pm***

**Chair:**.....

**Date:**.....

**Meeting closed with karakia from Eden at 6.15 pm.**

**Next BOT Hui: Monday 29th March 2021 at 5:15pm.**